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ABSTRACT

The way in which Cardinal Stritch College, a small liberal arts college, attempted to implement the Title IX self-evaluation requirement of the Education Amendments of 1972 is outlined. Procedures for filing a grievance for alleged discrimination in educational or employment policies and practices are listed, and checklists for determining compliance with the affirmative action program are presented. Separate checklists are provided for the following administrative personnel and staff: (1) academic dean and registrar, access to courses, general; (2) academic dean, access to courses, vocational education; (3) dean of students, equal treatment in terms of student marital or parental status; (4) financial aid director, equal financial assistance; (5) business officer, equal treatment in terms of employment; (6) dean of students, equal treatment of students; (7) athletic director, intercollegiate athletics; (8) director of physical education, equal access to specific courses; and (9) director of counseling, equal counseling resources. (SW)

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ED174166

IMPLEMENTING THE SELF-EVALUATION STUDY UNDER TITLE IX

An Instrument To Facilitate The Self-Evaluation

by

Dr. William F. Stier, Jr.

Cardinal Stritch College

Milwaukee, Wisconsin 53217

July 2, 1979

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Pursuant to the Federal Requirements (Title IX) Cardinal Stritch College has adopted grievance procedures and designated Dr. William F. Stier, Jr. as the employee to coordinate its efforts to comply with Part 86 and hereby notifies all of its students and employees of these grievance procedures.

To Process alleged discrimination complaints in educational or employment policies and practices, individuals shall utilize existing procedures and policies as cited below:

1. Faculty may follow the guidelines and procedures regarding academic grievance procedures which are set forth in the Faculty Handbook.

2. Employees, other than faculty members, may follow the guidelines and procedures as stated in the Support Staff Handbook.

3. Students may follow the guidelines, and procedures, in respect to academic grievances, as outlined in the current edition of the Stritch Student Handbook.

Any student or employee of Cardinal STritch College who believes he or she has been discriminated against, denied a benefit, or excluded from participation, in any institutional education program or activity, on the basis of sex in violation of Title IX may lodge a formal grievance by complying with and following the procedures cited below.

The College encourages the use of pregrievance meeting(s) with appropriate staff member(s) and/or the Title IX Coordinator (Dr. William F. Stier, Jr., Stritch Education Center, Phone Extension - 307 or 211) prior to the filing of formal grievance with the Title IX Coordinator.

FORMAL GRIEVANCE PROCEDURES

1. Submit a written complaint to the Title IX Coordinator, Dr. William F. Stier, Jr. (7061 N. Port Washington Road, Stritch Education Center, Milwaukee, Wisconsin, Phone Extensions 307 & 211) with specific details and corresponding dates being a part of that specific presentation.

   Within five days of the filing of a grievance, the Title IX Coordinator shall determine to which administrator the matter should be referred for review and shall notify said administrator. The administrator will provide, within ten working days after receipt of the grievance from the Title IX Coordinator a written grievance answer to the complainant (with a copy to the Title IX Coordinator).

   If the complainant is satisfied the situation is "closed".

2. Following the written response outlined in (1) above, the complainant, if still not satisfied, has five days in which to appeal in writing to the Title IX Coordinator and to request a conference with the designee of the Title IX Coordinator. Said conference shall be at a mutually agreeded upon time and place. The results of such a conference shall be put in writing by the designee of the Title IX Coordinator and forwarded to the complainant (with a copy to the Title IX Coordinator) within five working days following the conference. This hearing is an informal hearing and may be continued by mutual agreement of the complainant and the designee.

   If the complainant is satisfied the situation is "closed".

3. If the complainant remains unsatisfied after completion of the two steps explained above the matter may be further referred by complainant within five days, in writing, to the Title IX Coordinator. The Title IX Coordinator will meet with the complainant at a mutually agreeable time to review the topic. Additional persons may be at the meeting for the purpose of fact gathering and clarification.

   A written summation of that meeting and possible solutions will be furnished by the Title IX Coordinator to the complainant no later than five working days following the conference.

   If the complainant is satisfied the situation is "closed".

4. If complainant remains unsatisfied, he/she may submit (within five days) an appeal in writing, with a copy to the Title IX Coordinator, to the Affirmative Action Officer, Sister Deloras Linski, citing the reasons supporting the appeal.

   A meeting, at a mutually agreeable time, will be scheduled between the Affirmative Action Officer (or designee) and the complainant. Additional persons may be present for fact finding and clarification. A written summation of that meeting and possible solutions will be furnished to the complainant no later than ten working days following the meeting.

   If the complainant is satisfied the situation is "closed".

5. The last appeal within the institution may be made, in writing and within five days, to the President of the college by the complainant. Said complaint must include the reasons supporting the appeal.

   A written response will be forwarded to the complainant within five working days of receipt of the written appeal.

   If the complainant is satisfied the situation is "closed".

NOTE: The college encourages the use of pregrievance meetings with appropriate staff member(s) and/or the Title IX Coordinator (Dr. William F. Stier, Jr.) prior to the filing of formal grievance with the institution.

TITLE IX GRIEVANCE FILING FORMS ARE AVAILABLE FROM THE OFFICE OF THE TITLE IX COORDINATOR

RESOLUTION

WHEREAS, Cardinal Stritch College believes in and is committed to the principles of continued promotion and assurance of equal opportunity for all qualified persons with respect to admissions, employment, retention, promotion, compensation, housing, and all campus activites -- without regard to race, color, religion, age, sex, or national origin;

AND WHEREAS, the Affirmative Action Plan developed for Cardinal Stritch College meets the above objectives and is in compliance with Federal guidelines;

THEREFORE BE IT RESOLVED that the Board of Directors adopt the Affirmative Action Program as the official statement of Cardinal Stritch College effective November 18, 1975.

Adopted at a Meeting of the
Board of Directors on the _____
day of _____, 19 _____.

_____
Corporate Secretary

MEMO TO: Academic Dean and Registrar
FROM: DR. WILLIAM F. STIER, JR., ADMINISTRATIVE ASSISTANT
RE: Title IX Self-Evaluation
Date: _____

Please find attached a copy of the Affirmative Action Program for Cardinal Stritch College which the Board of Directors adopted as of November 18, 1975. This date -- November 18, 1975 -- is the effective date for the college's policy statement (directive) affirming the rights of every student to ACCESS TO COURSES - GENERAL without regard to sex (as well as race, color, religion, age or national origin).

Also please find attached additional material (The Regulation) which deals specifically with the sections of the regulation (Title IX) relating to the topic of ACCESS TO COURSES - GENERAL and the specific implications of Title IX in this general area (The Issue).

Please share the above information regarding the policy statement (directive) and the specific implications of Title IX in this area of ACCESS TO COURSES - GENERAL with all ADMINISTRATORS, SUPERVISORS AND STAFF with responsibility for this area.

Please request that your staff submit information concerning any instance of sex discrimination that they identify in policies, practices or materials relating to the area of ACCESS TO COURSES - GENERAL.

Please complete and submit to me (as soon as possible but no later than _____) the following assurances as they pertain to your responsibility and authority in this general area:

(A) assurance of review of policies governing student access to courses and modification where necessary to ensure compliance with Title IX. Yes_____. No_____.

(B) assurance of review of all procedures, criteria and testing instruments used in determining the access or assignment of students to courses and modification where necessary to insure compliance with Title IX. Yes_____. No_____.

(C) assurances of review of all descriptive materials relating to course access or selection (including student handbooks or catalogs) and modification where necessary to insure that content, language and illustrations reflect compliance with Title IX. Yes_____. No_____.

(D) assurances of review of all course and curriculum guidelines and modification where necessary to ensure compliance with Title IX. Yes_____. No_____.

(E) assurances of review of all course enrollments by sex and a description of procedures used to ensure that course enrollments which are found to be disproportionate (80% or above students of one sex) are not due to discrimination in counseling or counseling materials.

Please complete the following questions pertaining to your discipline and area of responsibility following your evaluation (and your staff's evaluation if this is applicable) of each situation/topic touched upon by the questions (again as they relate to your department/area). There may be questions that are not relevant to your area of responsibility and in this situation just mark the response Not Applicable.

(A) Are graduation requirements at Cardinal Stritch College the same for males and females in your area or discipline? Yes_____. No_____. Not Applicable_____.

(B) Are criteria and procedures (within your area or discipline) for the assignment or selection of students to programs, courses or classes developed and applied without regard to sex? Yes_____. No_____. Not Applicable_____.

(C) Does the student handbook and other publications make clear that all courses (in your area as well as institution wide) are open to students of both sexes? Yes_____. No_____. Not Applicable_____.

(D) Are course titles and course descriptions gender-free (e.g., without such labels as "bachelor cooking" or descriptions as "course is designed to provide an introduction to basic child development and prepare students for the responsibilities of motherhood")? Yes_____. No_____. Not Applicable_____.

(E) Is the use of sex-linked pronouns avoided in favor of such terms as "students" or "he/she" in student handbooks, course descriptions or curriculum guides? Yes_____. No_____. Not Applicable_____.

(F) Are courses free from prerequisites which have a sexually discriminatory effect on enrollment? Yes_____. No_____. Not Applicable_____.

(G) Are all programs, courses or classes conducted without sex differentiation in assignments, materials, services, or other treatment? Yes_____. No_____. Not Applicable_____.

(H) Are all classes conducted on a coeducational basis unless students are selected for participation on the basis of vocal range? Yes_____. No_____. Not Applicable_____.

(I) Is the enrollment of students of one sex 80% or above in any course in your discipline? Yes_____. No_____. Not Applicable_____. If so, have steps been taken to ensure that this is not the result of sex discrimination? Yes_____. No_____. Not Applicable_____.

If you have answered "NO" to any of these questions above you will need to undertake modification and remedial steps to achieve compliance with Title IX.

_____

SIGNATURE OF PERSON PREPARING/COMPLETING THIS FORM

Title: _____

Date: _____

I have provided, for your convenience, copies of pre-printed sheets (checklists) which you should also share with those ADMINISTRATORS, SUPERVISORS AND STAFF having responsibility and authority in this general area of ACCESS TO COURSES - GENERAL. Please distribute the copies of the pre-printed sheets to the appropriate individuals and make arrangements for their return to you by_____. It is essential that these sheets plus your completed report be returned to my office no later than _____.

It may be helpful, in order to assess and evaluate present compliance with the requirements of the Title IX Regulation for non-discrimination in the area of ACCESS TO COURSES - GENERAL (and to plan necessary modification) to:

(A) Review the following materials:

a. copies of graduation requirements

b. copies of policies or guidelines regarding procedures for the assignment of students to courses or classes

c. copies of course descriptions or course catalogs

d. copies of curriculum guides that outline the content, activities, or instructional methodologies of courses

e. copies of student handbooks

(B) Collect the following data:

a. course enrollment by sex in:

1. advanced science courses
2. advanced mathematics courses
3. advanced placement courses
4. vocational technical courses
5. music courses
6. adult education courses

b. list, by sex, of student placements and compensation in work-study programs.

ACCESS TO COURSES - GENERAL

(Instructors/Counselors) Advisors

Instructors

Have you familiarized yourself with the implications of Title IX requirements for nondiscrimination in student access to courses for any courses or programs for which you have responsibility? Yes___ No___

Are all courses and programs which you conduct open to males and females according to the same criteria? Yes___ No___

If you have responsibility for the assignment of students to courses, classes or programs, is such assignment or selection based upon procedures and criteria developed and applied without regard to sex? Yes___ No___

Have you reviewed all course descriptions and plans to ensure that females and males are accorded equal treatment and experiences in all courses/programs for which you have responsibility? Yes___ No___

Have you reviewed all your course enrollments by sex to identify those courses in which the enrollment of students of one sex is 80% or above? Yes___ No___

If you have identified courses with such disproportionate enrollment, have you taken steps to assure yourself that this is not the result of sex discrimination? Yes___ No___

Have you submitted to your building administrator or supervisor information concerning any instances of discrimination you have identified in policies, practices or materials relating to student access to courses? Yes___ No___

Counselors - Advisors

Have you familiarized yourself with the implications of the Regulation to implement Title IX regarding nondiscrimination in student access to courses as they pertain to counseling services? Yes___ No___

Have you reviewed your counseling policies, practices and materials to assess their compliance with Title IX requirements for nondiscrimination in student access to courses and modified them where necessary to ensure compliance? Yes___ No___

If you have responsibility for the assignment of students to courses, classes or programs, is such assignment based upon criteria and procedures developed and applied without regard to sex? Yes___ No___

Have you made it clear to all students that all courses are open equally to males and females? Yes___ No___

Have you reviewed all tests used in the assignment, referred or placement of students in courses or programs to ensure that they do not have a disproportionately adverse effect upon students of one sex? Yes___ No___

If materials which do have such effect are used, have:

-these materials been demonstrated to validly predict success in the course/program in question? Yes___ No___

-other materials which do not have such effect been shown to be unavailable? Yes___ No___

Have you reviewed course enrollments by sex to identify any courses in which the enrollment of students of one sex is 80% or more? Yes___ No___

If you have identified courses with such a disproportionate enrollment, have you taken steps to assure yourself that this is not the result of sex discrimination in counseling practices or materials? Yes___ No___

Have you submitted to your administrator or supervisor information concerning any instances of discrimination you have identified in policies, practices or materials relating to student access to courses? Yes___ No___

MEMO TO: Academic Dean
FROM: DR. WILLIAM F. STIER, JR., ADMINISTRATIVE ASSISTANT
RE: Title IX Self-Evaluation
Date: _____

Please find attached a copy of the Affirmative Action Program for Cardinal Stritch College which the Board of Directors adopted as of November 18, 1975. This date -- November 18, 1975 -- is the effective date for the college's policy statement (directive) affirming the rights of every student to ACCESS TO COURSES-VOCATION EDUCATION without regard to sex (as well as race, color, religion, age or national origin).

Also please find attached additional material (The Regulation) which deals specifically with the sections of the regulation (Title IX) relating to the topic of ACCESS TO COURSES-VOCATIONAL EDUCATION and the specific implications of Title IX in this general area (The Issue).

Please request that your staff submit information concerning any instance of sex discrimination that they identify in policies, practices or materials relating to the area of ACCESS TO COURSES-VOCATIONAL EDUCATION.

Please complete and submit to me (as soon as possible but no later than_____) the following assurances as they pertain to your responsibility and authority in this general area:

(A) assurances of review of policies governing student access to courses, programs and classes in "vocational education" and modification where necessary to ensure compliance with Title IX. Yes___. No___.

(B) assurances of review of procedures, criteria, and testing instruments used in the admission or assignment of students to courses, programs, or schools providing vocational education classes and modification where necessary to ensure compliance with Title IX. Yes___. No___.

(C) assurances of review of all descriptive materials relating to student access to courses, programs of vocational education (including student handbooks or catalogs) and modification where necessary to ensure that content, language and illustrations reflect compliance with Title IX. Yes___. No___.

(D) assurances of review of all such course and curriculum guidelines and modification where necessary to ensure compliance with Title IX. Yes___. No___.

(E) assurances of review by sex of all enrollments in classes, courses or programs in such area to identify those in which enrollment of students of a single sex is 80% or more; and a description of procedures used to ensure that any such disproportionate enrollments identified are not the result of sex discrimination in counseling or admission procedures or materials.

Please complete the following questions pertaining to your discipline and area of responsibility following your evaluation (and your staff's evaluation if this is applicable) of each situation/topic touched upon by the questions below.

(A) Does the college's publications make clear that all such courses are open to students of both sexes? Yes___. No___. Not Applicable___.

(B) Are all such course titles and descriptions gender-free? Yes___. No___. Not Applicable___.

(C) Is the enrollment of students of one sex 80% or above in any course or programs considered to be vocational (by the Regulation)? If so, have steps been taken to ensure that this is not the result of sex discimination in counseling or in the admissions process? Yes___. No___. Not Applicable___.

If you have answered "NO" to any of these questions above you will need to undertake modification and remedial steps to achieve compliance with Title IX.

_____

SIGNATURE OF PERSON PREPARING/COMPLETING THIS FORM

Title: _____

Date: _____

It may be helpful, in order to assess and evaluate present compliance with the requirements of the Title IX Regulation for non-discrimination in the area of ACCESS TO COURSES-VOCATIONAL EDUCATION (and to plan necessary modification) to:

(A) Review the following materials:
   a. copies of policies governing student admission to classes and programs included in this general area
   b. copies of student handbooks and other publications
   c. copies of all descriptions of vocational, business and home economics courses

(B) Collect the following data:
   a. course enrollment by sex in home economics, business courses
   b. list of student placements and compensation following completion of programs

ACCESS TO COURSES - VOCATIONAL EDUCATION

Building Staff (Instructors/Counselors)

Instructors

Have you familiarized yourself with the implications of the Regulation to implement Title IX for vocational education (industrial, technical, business, distributive, and home economics) courses and programs for which you have responsibility? Yes___ No___

Are all vocational and related courses and programs for which you have responsibility open to males and females according to the same criteria? Yes___ No___

Have you reviewed all course descriptions and plans to ensure that females and males are accorded equal treatment and experiences in all courses/programs for which you have responsibility? Yes___ No___

Have you reviewed all course enrollments by sex to identify those courses in which enrollment by students of one sex is 80% or above? Yes___ No___

If you have identified courses with such a disproportionate enrollment, have you taken steps to assure yourself that this is not the result of sex discrimination? Yes___ No___

Have you submitted information to your building administrator/supervisor regarding any instances of discrimination you have identified in policies, practices or materials relating to student access to courses? Yes___ No___

Counselors

Have you familiarized yourself with the implications of the Regulation to implement Title IX regarding nondiscrimination in student access to courses as they pertain to counseling services? Yes___ No___

Have you reviewed your counseling policies, practices and materials to assess their compliance with Title IX and modified them where necessary? Yes___ No___

Have you made it clear to all students that all vocational education courses, programs and schools are open equally to males and females? Yes___ No___

Have you reviewed all tests used in assignment, referral or placement of students in courses/programs/schools of vocational education to ensure that they do not have a disproportionately adverse effect upon students of one sex? Yes___ No___

If materials which do have such effect are used, have:

-these materials been demonstrated to validly predict success in the course/program in question? Yes___ No___

-other materials which do not have such effect been shown to be unavailable? Yes___ No___

Have you reviewed vocational course/program enrollments by sex to identify any courses/programs in which the enrollment of students of one sex is 80% or more? Yes___ No___

If you have identified courses or programs with such a disproportionate enrollment have you taken steps to assure yourself that this is not the result of sex discrimination in counseling practices or materials? Yes___ No___

Have you submitted to your building administrator or supervisor information concerning any instances of discrimination you have identified in policies, practices or materials relating to student access to vocational education? Yes___ No___

MEMO TO: Dean of Students
FROM: DR. WILLIAM F. STIER, JR., ADMINISTRATIVE ASSISTANT
RE: Title IX Self-Evaluation
Date: _____

Please find attached a copy of the Affirmative Action Program for Cardinal Stritch College which the Board of Directors adopted as of November 18, 1975. This date -- November 18, 1975 -- is the effective date for the colleges policy statement (directive) affirming the rights of every individual to EQUAL TREATMENT IN TERMS OF STUDENT MARITAL OR PARENTAL STATUS without regard to sex (as well as race, color, religion, age or national origin).

Also please find attached additional material (The Regulation) which deals specifically with the sections of the regulation (Title IX) relating to the topic of STUDENT MARITAL OR PARENTAL STATUS and the specific implications of Title IX in this general area (The Issue).

Please share the above information regarding the policy statement (directive) and the specific implications of Title IX in this area of STUDENT MARITAL OR PARENTAL STATUS with all appropriate administrators, counselors, supervisors and staff (with responsibility and authority in this area) within your jurisdiction.

Please request that your staff submit information concerning any instance of sex discrimination that they identify in policies, practices or materials relating to the area of STUDENT MARITAL OR PARENTAL STATUS.

Please complete and submit to me (as soon as possible but no later than_____) the following assurances as they pertain to your responsibility and authority in this area of STUDENT MARITAL OR PARENTAL STATUS:

(A) assurances of review of school policies relating to participation by married or pregnant students in instructional programs, and modification where necessary to ensure compliance with Title IX, including those policies relating to:
   a. the access of pregnant students to all ongoing inst uctional programs?
   b. the voluntary nature of participation in any special programs or courses for pregnant students?
   c. the comparability of any special programs for pregnant students with the programs provided to non-pregnant students?
   Yes_____. No_____.

(B) assurances of review of college policies relating to the participation of married or pregnant students in extracurricular programs and modification where necessary to ensure compliance with Title IX. Yes_____. No_____.

(C) Assurances of review of school policies relating to student services and modification where necessary to ensure compliance with Title IX, including those policies relating to:

a. the availablity of homebound instruction for pregnant students (where such services are available to students for other medical reasons)?
b. the availability of temporary leaves of absence for pregnant students?
c. the medical certification of pregnant students for leaves of absence, for participation in, or for exemption from school activities?

Yes_____. No_____.

(D) assurances of review of descriptive materials issued by the school (including student handbooks) relating to the participation of married or pregnant students in structional or extracurricular programs and modification where necessary to ensure compliance with Title IX. Yes_____. No_____.

(E) Assurance of review of policy and program guidelines regarding instructional programs, including those relating to:

a. the access of pregnant students to all agency instructional programs?
b. the conditions of participation by pregnant students in any special schools, programs, or courses provided by the college for their needs.
c. the curriculum and services provided in any special schools, programs, or courses provided for pregnant students?
d. policy and program guidelines regarding the participation of married or pregnant students in extracurricular programs?
e. policy and program guidelines regarding student services and policies, including those relating to the availability of temporary leaves of absence for pregnant students?

Yes____. No_____.

Please complete the following questions pertaining to your discipline and area of responsibility following your evaluation (and your staff's evaluation if this is applicable) of each situation/topic touched upon by the questions below. There may be questions that are not relevant to your area of responsibility and in this situation just mark the response Not Applicable.

(A) Are all rules related to student marital status applied equally to male and female students? Yes____. No_____. Not Applicable_____.

(B) Are pregnant students provided access to all schools, educational services, programs, and activities provided to non-pregnant students? Yes_____. No_____. Not Applicable____.

(C) Are student policies and rules applied uniformly for pregnant students and other students? Yes____. No_____. Not Applicable___.

(D) Are the criteria for student honors and awards free from any conditions of marital or parental stuatus which differentiate on the basis of sex? Yes____. No____. Not Applicable____.

(E) When special courses and programs are provided for pregnant students, is participation in such courses or programs voluntary? Yes____. No_____. Not Applicable_____.

(F) When special programs or courses are provided for pregnant students, are these comparable in curriculum to those provided non-pregnant students in regular courses and programs? Yes____. No____. Not Applicable_____.

(G) If homebound type services are provided for students with medical disabilities, are they equally available to pregnant students for reasons of medical disability? Yes____. No____. Not Applicable____.

(H) Are policies regarding temporary leave of absence from school due to medical disabilities applied to pregnant students in the same manner as to students with any other medical disability? Yes____. No____. Not Applicable____.

(I) Is medical certification for leave of absence, for continued participation in, or for exemption from school activities due to pregnancy handled in the same manner as for other medical disabilities? Yes____. No_____. Not Applicable____.

If you have answered "NO" to any of these questions above you will need to undertake modification and remedial steps to achieve compliance with Title IX.

_____

SIGNATURE OF PERSON PREPARING/COMPLETING THIS FORM

Title: _____

Date: 23

I have provided, for your convenience, copies of pre-printed sheets (checklists) which you should also share with those appropriate administrators, counselors, supervisors and staff (with responsibility and authority in this area of STUDENT MARITAL OR PARENTAL STATUS) under your jurisdiction. Please distribute the copies of the pre-printed sheets to the appropriate individuals and make arrangements for their return to you by _____. It is essential that these sheets plus your completed report be returned to my office no later than_____.

It may be helpful, in order to assess and evaluate present compliance with the requirements of the Title IX Regulation for non-discrimination in the area of STUDENT MARIAL OR PARENTAL STATUS (and to plan necessary modification) to:

(A) Review the following materials:
   a. copies of any policies, regulations or guidelines regarding the treatment of married or pregnant students
   b. Copies of any policies, regulations, or guidlines regarding the treatment of students with temporary disabilities and medical certification of students with such disabilities
   c. copies of student handbooks or other materials which provide students with information regarding medical certification in circumstances of temporary disability and rules or regulations concerning marital and parental status

(B) Collect the following data (if needed):
   a. numbers of pregnant students and their enrollment in educational programs
   b. numbers of pregnant students who have interrupted educational programs and re-entered during the current school year
   c. numbers of pregnant students who have remained in the regular school program during the current school year

STUDENT MARITAL OR PARENTAL STATUS

Staff (Instructors/Counselors/Student Personnel Workers)

Have you familiarized yourself with the implications of Title IX requirements for nondiscrimination in school policies, programs, and practices relating to student marital and parental status? Yes___ No___

Are all school policies, programs, and practices for which you have responsibility in compliance with Title IX requirements for nondiscrimination on the basis of sex in student marital or parental status, including policies, practices, and programs relating to: Yes___ No___

-the access of pregnant students to educational programs? Yes___ No___

-the participation of married or pregnant students in extracurricular activities? Yes___ No___

-the provision of services to married or pregnant students? Yes___ No___

Do you inform pregnant students with whom you deal of the alternatives available to them for their continuing participation in school/agency programs? Yes___ No___

Have you reviewed any descriptive materials which you use relating to participation by married or pregnant students in school activities to ensure that they reflect compliance with Title IX requirements? Yes___ No___

Have you submitted to your building administrator or supervisor information concerning any instances of sex discrimination that you have identified in policies, programs, or practices relating to student marital or parental status? Yes___ No___

MEMO TO: Financial Aid Director
FROM: DR. WILLIAM F. STIER, JR., ADMINISTRATIVE ASSISTANT
RE: Title IX Self-Evaluation
Date:_____

Please find attached a copy of the Affirmative Action Program for Cardinal Stritch College which the Board of Directors adopted as of November 18, 1975. This date -- November 18, 1975 -- is the effective date for the college's policy statement (directive) affirming the rights of every individual to EQUAL FINANCIAL ASSISTANCE without regard to sex (as well as race, color, religion, age or national origin).

Also please find attached additional material (The Regulation) which deals specifically with the sections of the regulati n (Title IX) relating to the topic of FINANCIAL ASSISTANCE and the specific implications of Title IX in this general area (The Issue).

Please share the above information regarding the policy statement (directive) and the specific implications of Title IX in this area of FINANCIAL ASSISTANCE with all appropriate Administrators, Supervisors and Staff (Student Personnel Workers, Counselors, Instructional and Athletic Staff with Responsibility for Student Financial Assistance).

Please request that your staff submit information concerning any instance of sex discrimination they they identify in policies, practices or materials relating to the area of FINANCIAL ASSISTANCE.

Please complete and submit to me (as soon as possible but no later than_____) the following assurances as they pertain to your responsibility and authority in this general area of FINANCIAL ASSISTANCE:

(A) assurances of notification of all organizations or individuals providing funds for student financial assistance administered by the school of the college's obligation to provide financial assistance without regard to sex in compliance with Title IX requirements. Yes____. No____.

(B) assurances of review of all school policies regarding financial assistance and modification where necessary to ensure compliance with Title IX. Yes____. No____.

(C) assurances of review of all criteria pertaining to the eligibility or selection of students for financial assistance administered by the college and modification where necessary to ensure compliance with Title IX. Yes____. No____.

(D) assurances of review of all procedures pertaining to the selection of students for financial assistance and modification where necessary to ensure compliance with Title IX. Yes____. No_____.

(E) assurances of review of all descriptive materials issued by the school regarding financial assistance to students (including student handbooks) and modification where necessary to reflect compliance with Title IX. Yes____. No____.

(F) assurances of review of all forms used by students in applying for financial assistance and modification where necessary to ensure compliance with Title IX. Yes____. No____.

(G) assurances that all the above actions include consideration of both non-athletic and athletic financial assistance programs. Yes____. No_____.

Please complete the following questions pertaining to your discipline and area of responsibility following your evaluation (and your staff's evaluation if this is applicable) of each situation/topic touched upon by the questions provided below. There may be questions that are not relevant to your area of responsibility and in this situation just mark the response Not Applicable.

(A) Is financial assistance awarded to males and females without discrimination on the basis of sex in amount, type or criteria for eligibility/selection? Yes____. No____. Not Applicable____.

(B) Are all students selected for non-athletic financial assistance according to the same process and based on standards developed and applied without regard to sex? Yes____. No____. Not Applicable____.

(C) If legally sex-restricted funds are administered by the college in providing financial assistance to students:
   a. is selection of students for financial assistance based upon objective criteria which do not discriminate on the basis of sex? Yes___. No___. Not Applicable___.
   b. if there are not sufficient sex-restricted funds to be awarded to students of a particular sex so selected, does the college obtain sufficient funds for the excluded students or not award the sex-restricted funds? Yes___. No___. Not Applicable____.

(D) Do all descriptive materials make clear that non-athletic financial assistance is available to males and females in comparable amounts according to identical criteria? Yes____. No____. Not Applicable____.

(E) Are materials and forms used by students in applying for financial assistance the same for females and males and free from any items which discriminate on the basis of sex? Yes____. No____. Not Applicable____.

(F) Are athletic scholarships:
   a. available to males and females in reasonable proportion to the participation of each sex in intercollegiate athletics; or
   b. awarded to students based upon sex-neutral criteria applied to members of both sexes? Yes____. No____. Not Applicable____.

(G) Do all descriptive materials regarding athletic scholarships reflect the availability of athletic scholarships to males and females according to the nondiscriminatory process selected by the college for their administration? Yes____. No____. Not Applicable____.

If you have answered "NO" to any of these questions above you will need to undertake modification and remedial steps to achieve compliance with Title IX.

_____

SIGNATURE OF PERSON PREPARING/COMPLETING THIS FORM

Title: _____

Date: _____

I have provided, for your convenience, copies of pre-printed sheets (checklists) which you should also share with those Administrators, Supervisors and Staff (Student Personnel Workers, Counselors, Instructors and Athletic Staff with Responsibility for Student Financial Assistance). Please distribute the copies of the pre-printed sheets to the appropriate individuals and make arrangements for their return to you by_____. It is essential that these sheets plus your completed report be returned to my office no later than_____.

It may be helpful, in order to assess and evaluate present compliance with the requirements of the Title IX Regulation for non-discrimination in the area of FINANCIAL ASSISTANCE (and to play necessary modification) to:

(A) Review the following materials:
- a. copies of all policies pertaining to the administration of financial assistance for students
- b. copies of all legal instruments (or relevant portions thereof) establishing scholarships or other awards of financial assistance administered by the college
- c. copies of all agreements with organizations or individuals providing financial assistance to students which is administered by the college
- d. copies of criteria for student eligibility/selection for all awards of financial aid
- e. copies of student handbooks and any descriptive materials pertaining to financial assistance to students
- f. copies of any application materials used in the process of awarding financial assistance

NOTE: Review of the above should include those materials which pertain to athletic scholarships if any are provided.

(B) Collect the following data (if needed):
- a. list of all awards of financial assistance made to students during the past school year by sex of each recipient, amount of award, criteria for selection, description of college and/or department involvement in selection process
- b. other --

FINANCIAL ASSISTANCE

Staff (Student Personnel Workers, Counselors, Instructors and Athletic Staff with Responsibility for Student Financial Assistance)

Have you familiarized yourself with the implications of Title IX requirements for nondiscrimination in student financial assistance programs for which you have responsibility? Yes___ No___

Do you select students for awards of financial assistance on the basis of criteria which comply with Title IX requirements for nondiscrimination? Yes___ No___

Do you select students for awards of financial assistance according to procedures which comply with Title IX requirements for nondiscrimination? Yes___ No___

Have you reviewed all descriptive materials pertaining to financial assistance for which you have responsibility and modified them where necessary to reflect compliance with Title IX? Yes___ No___

Have you reviewed all forms used by students in applying for financial assistance for which you have responsibility and modified them where necessary to ensure compliance with Title IX? Yes___ No___

Have you submitted to your building administrator information concerning any instances of sex discrimination that you have identified in policies, practices, or materials relating to student financial assistance? Yes___ No___

MEMO TO: Business Officer
FROM: DR. WILLIAM F. STIER, JR., ADMINISTRATIVE ASSISTANT
RE: Title IX Self-Evaluation
Date:_____

Please find attached a copy of the Affirmative Action Program for Cardinal Stritch College which the Board of Directors adopted as of November 18, 1975. This date -- November 18, 1975 -- is the effective date for the college's policy statement (directive) affirming the rights of each individual to EQUAL TREATMENT IN TERMS OF EMPLOYMENT without regard to sex (as well as race, color, religion, age or national origin).

Also please find attached additional material (The Regulation) which deals specifically with the sections of the regulation. (Title IX) relating to the topic of EMPLOYMENT and the specific implications of Title IX in this general area (The Issue).

Please share the above information regarding the policy statement (directive) and the specific implications of Title IX in this area of EMPLOYMENT with all Administrators, Supervisors and Staff with responsibility within the area of EMPLOYMENT as defined in the regulation.

Please request that your staff submit information concerning any instance of sex discrimination that they identify in policies, practices or materials relating to the area of EMPLOYMENT.

Please complete and submit to me (as soon as possible but no later than _____) the following assurances as they pertain to your responsibility and authority in this general area:

(A) assurances that all recommendations/decisions relating to employee selection, compensation and/or promotion are made on the basis of non-discriminatory criteria as specified by the central administration and applied without regard to sex. Yes____. No____.

(B) assurances that all recommendations/decisions regarding the assignment and compensation of staff for extra-duty functions are made on the basis of nondiscriminatory criteria as specified by the central administration and applied without regard to sex. Yes____. No____.

(C) assurances that all recommendations/decisions regarding leave privileges are made on the basis of nondiscriminatory criteria as specified by the central administration and applied without regard to sex. Yes_____. No_____.

(D) assurances that all decisions regarding room assignment and access to and use of facilities and supplementary materials are made on the basis of specified criteria without regard to sex. Yes____. No____.

(E) assurances that all statements or documents concerning t e institution's employment and personnel policies, practices, criteria and procedures have been review and modified as necessary to ensure compliance with Title IX in such areas as recruitment, selection, and assignment (including extra-duty assignments). Yes____. No____.

(F) assurances that a statement regarding the institution's compliance with Title IX requirements for nondiscrimination in employment has been disseminated to all sources of employee recruitment or referral. Yes____. No____.

(G) assurances that all application forms have been reviewed and modified where necessary to ensure omission of questions regarding marital or parental status (such information may be collected for personnel management AFTER employment). Yes____. No____.

(H) assurances that an evaluation has been made of the records of applicant flow (during the past months) to determine whether all employment policies, criteria, and procedures are being applied in a nondiscriminatory fashion which complies with Title IX requirements. Yes____. No____.

(I) assurances that all position descriptions, job classifications, and salary schedules have been reviewed and modified as necessary to ensure job-relatedness of employment criteria, to ensure equity in job classifications, and to ensure equity in compensation for comparable jobs. Yes____. No____.

(J) assurances that an evaluation has been made of the records of personnel receiving sabbatical leave benefits, training or educational opportunities, and financial support for travel, professional meetings, etc., to determine whether policies, criteria and procedures regarding these employment benefits are applied in a nondisciminatory fashion which complies with Title IX requirements. Yes____. No____.

(K) assurances that all entities providing benefits to employees - medical, hospital, accident, life insurance, retirement or profit-sharing policies or plans - have been notified of the institution's obligation to provide such benefits in a nondiscriminatory fashion which complies with Title IX requirements in these areas. Yes____. No____.

(L) assurances that all such plans, policies and eligibility requirements therefor have been modified where necessary to ensure compliance. Yes____. No____.

(M) assurances that all contracts, collective bargain .g and professional agreements have been reviewed and modified where necessary to ensure compliance with the requirements of Title IX. Yes____. No____.

(N) assurances that a grievance procedure has been established for the handling and resolution of complaints of employment discrimination. Yes____. No____.

Please complete the following questions pertaining to your discipline and area of responsibility following your evaluation (and your staff's evaluation if this is applicable) of each situation/topic touched upon by the questions. There may be questions that are not relevant to your area of responsibility and in this situation just mark the response Not Applicable.

(A) Are all employment decisions made in a nondiscriminatory manner? Yes____. No____. Not Applicable____.

(B) Are all decisions regarding recruitment, selection, transfer, referral, promotion, retention, dismissal or membership of professional and non-professional employees made without regard to sex? Yes____. No____. Not Applicable____.

(C) Are all contracts or collective bargaining agreemen s free from provisions which treat employees differently on the basis of sex? Yes____. No____. Not Applicable____.

(D) Are all all school sponsored activities, including social and recreational programs, open to employees of both sexes? Yes____. No____. Not Applicable____.

(E) If the school recruits or grants preference to applicants for employment on the basis of attendance at a predominantly or entirely single-sex institution, are the numbers of male and female applicants so eligible roughly equivalent? Yes____. No____. Not Applicable____.

(F) Are all fringe benefits - medical, hospital, accident or life insurance; retirement or profit-sharing policies or plans - provided without regard to sex? Yes____. No____. Not Applicable____.

(G) Are all benefits available (fringe benefits) equally to both sexes? Are fringe benefits available to spouses, families, or dependents the same for male and female employees? Are fringe benefit plans offered or administered by the college provide either for equal periodic benefits or equal college contributions for members of each sex? Do pension or retirement plans operated by the college establish the same optional and compulsory retirement ages for males and females? Yes____. No____. Not Applicable____.

(H) Have all tests, criteria, or techniques for employee selection or placement been reviewed to identify any which have adverse impact on the basis of sex? Yes____. No____. Not Applicable____.

(I) Have all which have been so identified been reviewed and found to be valid predictors of job performance? Yes____. No____. Not Applicable____.

(J) Do pre-employment inquiries av id any reference to the potential or actual marital, parental or family status of an applicant? Yes____. No____. Not Applicable____.

(K) Are nepotism policies written and applied with equal impact upon members of both sexes? Yes____. No____. Not Applicable

(L) Does assignment of staff to ranks, levels, or job classification suggest a pattern of equal assignment of comparably qualified males and females? Yes____. No____. Not Applicable____.

(M) Are criteria for determining salaries for and within each job classification developed and applied without regard to sex? Yes____. No____. Not Applicable____.

(N) Are salaries for the same or comparable jobs and responsibil the same for men and women? Yes____. No____. Not Applicable

(O) Are all training, internships, staff development opportuniti tuition grants or other compensation designed to prepare employees for advancement equally available to males and females unless they are designed to eliminate underrepresent of members of one sex? Yes____. No____. Not Applicable____.

(P) Are all leaves - medical, sabbatical, emergency, administrat and educational - equally available to men and women? Yes__ No_____. Not Applicable____.

(Q) Are pregnancy and related conditions treated as any other temporary disability for purposes of leave, seniority, and other employment benefits? Yes____. No____. Not Applicable_

If you have answered "NO" to any of these questions above you will need to undertake modification and remedial steps to achieve compliance with Title IX.

_____

SIGNATURE OF PERSON PREPARING COMPLETING THIS FORM

Title: _____

Date: _____

I have provided, for your convenience, copies of pre-printed sheets (checklists) which you should also share with those Administrators, Supervisors and Staff with responsibility within the area of EMPLOYMENT. Please distribute the copies of the pre-printed sheets to the appropriate individuals and make arrangements for their return to you by _____. It is essential that these sheets plus your completed report be return to my office no later than_____.

It may be helpful, in order to assess and evaluate present compliance with the requirements of the Title IX Regulation for non-discrimination in the area of EMPLOYMENT (and to plan necessary modification) to:

(A) Review the following materials:

a. the organizational chart of the school system personnel
b. job descriptions and statements of qualifications required for all positions
c. salary schedules for all positions
d. copies of all policies relating to granting of leaves of absence, including those for temporary disabilities
e. and pregnancy and related conditions
copies of all medical, hospital, accident, life insurance or retirement benefit policies or plans offered or administered by the college
f. descriptions of all training programs of the college and criteria for selecting participants
g. copies of any tests or instruments used in employee selection or placement
h. copies of all collective bargaining agreements

(B) Collect data such as:

a. numbers and percentages of employees by sex for each major job classification college wide
b. average salary and grade by sex of five, ten and fifteen year employees in equivalent job categories
c. average time in grade (between promotions) of employees by sex

EMPLOYMENT

Building Staff (Certificated and Classified)

Have you familiarized yourself with the implications of Title IX for the employment policies and practices of your education agency/school? Yes___ No___

Have all collective bargaining agreements, professional agreements, or contracts been reviewed and modified where necessary to ensure that all clauses are in compliance with Title IX requirements for nondiscrimination in employment? Yes___ No___

Have you submitted to your building administrator (or employee representative) information concerning any instances of sex discrimination that you have identified in the employment policies and practices of your agency/school? Yes___ No___

MEMO TO: Dean of Students
FROM: DR. WILLIAM F. STIER, JR., ADMINISTRATIVE ASSISTANT
RE: Title IX Self-Evaluation
Date: _____

Please find attached a copy of the Affirmative Action Program for Cardinal Stritch College which the Board of Directors adopted as of November 18, 1975. This date -- November 18, 1975 -- is the effective date for the college's policy statement (directive) affirmng the rights of every student to EQUAL TREATMENT without regard to sex (as well as race, color, religion, age or national origin).

Also please find attached additional material (The Regulation) which deals specifically with the sections of the regulation (Title IX) relating to the topic of THE TREATMENT OF STUDENTS (including aid, benefits, services and application of rules and regulations) without regard to sex and the specific implications of Title IX in this regard (The Issue).

Please share the above information regarding the policy statement (directive) and the specific implications of Title IX in this area of THE TREATMENT OF STUDENTS with all administrators, supervisors and staff under your authority and who are in a position which has an influence on the treatment of students as defined in "the regulation".

Please request that your staff submit information concerning any instance of sex discrimination that they identify in policies, practices or materials relating to the area of THE TREATMENT OF STUDENTS.

Please complete and submit to me (as soon as possible but no later than _____) the following assurances as they pertain to your responsibility and authority in the area of THE TREATMENT OF STUDENTS.

(A) assurances of notification to all organizations or individuals providing services, benefits or aid to students which are sponsored or administered by the school of the school's obligation to comply with Title IX and the receipt of compliance assurances from all organizations or individuals so notified? Yes_____. No_____.

(B) assurances of review of all student health services and modification where necessary to ensure compliance with Title IX. Yes_____. No_____.

(C) assurances of review of all policies and/or agreements pertaining to the employment of students by the school or by outside organizations or individuals and modification where necessary to ensure compliance with Title IX. Yes_____. No_____.

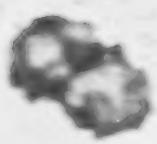
(D) assurances of review of all policies and/or programs relating to student honors and awards and modification where necessary to ensure compliance with Title IX. Yes_____. No_____.

(E) assurances of review of all policy and descriptive materials relating to extracurricular activities administered, operated or sponsored by the school and modification where necessary to ensure compliance with Title IX. Yes_____. No_____.

(F) assurances of review of all policy and descriptive materials relating to any special student services provided by the school and modification where necessary to ensure compliance with Title IX. Yes_____. No_____.

(G) assurances of review of all policies pertaining to student us of school facilities and modification where necessary to ensu compliance with Title IX. Yes_____. No_____.

(H) assurances of review of all policies or regulations regarding student behavior and dress and any sanctions related to the enforcement of these policies or regulations and modificatior where necessary to ensure compliance with Title IX. Yes_____ No_____.



Please complete the following questions pertaining to your discipline and area of responsibility following your evaluation (and your staff's evaluation if this is appropriate) of each situation/topic touched upon by the questions (again as they relate to your areas of responsibility). There may be questions that are not relevant to your area of responsibility and in this situation just mark the response Not Applicable.

(A) Are aid, benefits, or services provided equally to male and female students? Yes_____. No_____. Not Applicable_____.

a. Are elegibility requirements for all student aid, benefits, and services identical for male and female students? Yes_____ No_____. Not Applicable_____.

b. Is the nature, quality and quantity of aid, benefits, and services provided identical for male and female students? Yes_____. No_____. Not Applicable_____.

c. Are no students demied any aid, benefit or service on the basis of sex? Yes_____. No_____. Not Applicable_____.

d. Have all organizations or individuals who provide aid, benefits or services to students under contract with or sponsorship of the institution submitted assurances of nondiscrimination on the basis of sex? Yes_____. No_____. Not Applicable_____.

(B) Are all medical, hospital, accident and life insurance policies or plans provided equally to all students without differentiation in coverage, benefits, or eligibility on the basis of sex? Yes_____. No_____. Not Applicable_____.

(C) Are all health services provided equally to students without regard to sex? Yes_____. No_____. Not Applicable_____.

(D) If full coverage health services are provided to students, are basic gynecological services provided for females? Yes_____. No_____. Not Applicable_____.

(E) Is employment and job placement assistance provided to students without regard to sex? Yes_____. No_____. Not Applicable_____.

a. If the school employs students, are all employment policies and practices (recruitment, hiring, job assignment, compensation, promotion' developed and applied without regard to sex? Yes_____. No_____. Not Applicable_____.

b. Have all agencies, organizations or individuals whom the school assists or sponsors in making employment available students submitted assurances of nondiscrimination on the basis of sex? Yes_____. No_____. Not Applicable_____.

c. Are requests for referrals of potential student employees made without specification of sex? Yes_____. No_____. Not Applicable_____.

d. Do reviews of records of student employment referrals indicate nondiscrimination by sex in patterns of hiring, job assignment, salaries, promotions? Yes_____. No_____ Not Applicable_____.

e. Are student employment referrals made without regard to s Yes_____. No_____. Not Applicable_____.

f. Are student employment listings made without sex specific or restriction of student eligibility by sex? Yes_____. No_____. Not Applicable_____.

(F) Are prizes, honors, and awards conferred upon students without differentiation on the basis of sex? Yes_____ No_____. Not Applicable_____.

a. When male and female students receive honors or awards for their performance in identical areas, are the honors or awards conferred identical? Yes_____. No_____. Not Applicable_____.

b. Are all honors, prizes, and awards free of gender labels? Yes_____. No_____. Not Applicable_____.

c. Are the criteria and s lection procedures for honors, prizes, and awards developed and applied without regard t sex? Yes_____. No_____. Not Applicable_____.

d. Is membership in all honorary societies or clubs open to students without regard to sex? Yes_____. No_____. Not Applicable_____.

(G) Are all extravurricular activities conducted, operated, sponsored, or supported by the education agency or school operated without differentiation on the basis of sex? Yes_____. No_____. Not Applicable_____.

a. Is participation in all extracurricular activities open equally to both females and males? Yes_____. No_____. Not Applicable_____.

b. Are male and female participants treated equally in all extracurricular activities? Yes_____. No_____. Not Applicable_____.

(H) If the education institution provides special services to students (e.g., special instruction), are these provided without regard to sex? Yes_____. No_____. Not Applicable_____.

(I) Are all school facilities equally available for use by female and male students? Yes _____. No_____. Not Applicable_____.
According to the same criteria? Yes_____. NO_____ Not Applicable__.
Under the same conditions? Yes_____. No_____. Not Applicable___.
During comparable time intervals? Yes___. No___. Not Applicable___.

(J) Are toilet, locker room, and shower facilities provided in comparable numbers and condition to students of each sex? Yes_____. No_____. Not Applicable_____.

(K) Are the rules and regulations regarding the behavior of students the same for males and females? Yes_____. No_____. Not Applicable_____.

(L) Are the standards employed for determining compliance with these rules the same for males and females? Yes_____. No_____. Not Applicable_____.

(M) Are the punishments or penalties imposed for violations of such rules the same for males and females? (according to policy and according to practice). Yes_____. No_____. Not Applicable_____.

(n) Are the rules and regulations concerning student appearance (attire, hair length, etc.) the same for males and females? Yes_____. No_____. Not Applicable_____.

If you have answered "NO" to any of these questions above you will need to undertake modification and remedial steps to achieve compliance with Title IX.

_____

Signature of person preparing/completing this form

Title: _____

Date: _____

I have provided, for your convenience, copies of pre-printed sheets (checklists) which you should also share with those other administrators, supervisors and staff who are under under your authority and who are n a position to have an influence on the TREATMENT OF STUDENTS as defined in "the regulation". Please distribute the copies of the pre-printed sheets to the appropriate individuals and make arrangements for their return to you by _____. It is essential that these sheets plus your completed report be returned to my office no later than_____.

It may be helpful, in order to assess and evaluate present compliance with the requirements of the Title IX Regulation for non-discrimination in the area of TREATMENT OF STUDENTS (and to plan necessary modification) to:

(A) Review the following materials:

a. those pertaining to aid, benefits, or services provided to students, such as -
   1. copies of student handbooks
   2. descriptions of all student services
   3. copies of all contractual or other agreements pertaining to the provision of aid, benefits, or services to students by outside organizations or individuals
   4. copies of all medical, hospital, accident or life insurance plans or policies made available to students
   5. copies of all materials describing student honors and awards and establishing criteria for student eligibility and selection
   6. others --

b. those establishing rules of behavior, sanctions, or other treatment

(B) Collect data:

a. those relating to the provision of aid, benefits, or services to students

b. those pertaining to the application of rules of behavior, sanctions, or other treatment

THE TREATMENT OF STUDENTS

Staff (Instructors/Counselors/Student Personnel Workers)

Have you familiarized yourself with the implications of the Title IX Regulation for your activities or programs affecting the treatment of students in the:

-provision of health services? Yes___ No___

-provision of employment or job placement assistance? Yes___ No___

-bestowing of honors or awards? Yes___ No___

-provision, sponsorship or supervision of extracurricular activities and programs? Yes___ No___

-development or implementation of policies concerning student use of school facilities? Yes___ No___

-development or implementation of rules, regulations or sanctions governing student behavior? Yes___ No___

-development or implementation of rules, regulations or sanctions governing student dress or appearance? Yes___ No___

-other relevant areas (specify)_____ Yes___ No___

(Check only those relevant to your personal responsibilities and activities.)

Have you reviewed all of your programs, activities and materials related to the treatment of students (in those areas checked above) and modified them where necessary to ensure that all students are treated equally-provided identical aid, benefits or services according to the same criteria-and without regard to sex as required by Title IX? Yes___ No___

Have you submitted to your building administrator or supervisor information concerning any instances of discrimination you have identified in policies, practices or materials relating to the treatment of students? Yes___ No___

MEMO TO: Athletic Director
FROM: DR. WILLIAM F. STIER, JR., ADMINISTRATIVE ASSISTANT
RE: Title IX Self-Evaluation
Date:_____

Please find attached a copy of the Affirmative Action Program for Cardinal Stritch College which the Board of Directors adopted as of November 18, 1975. This date -- November 18, 1975 -- is the effective date for the college's policy statement (directive) affirming the rights of every student to equal treatment in terms of ATHLETICS without regard to sex (as well as race, color, religion, age or national origin).

Also please find attached additional material (The Regulation) which deals specifically with the sections of the regulation (Title IX) relating to the topic of ATHLETICS and the specific implications of Title IX in this general area (The Issue).

Please share the above information regarding the policy statement (directive) and the specific implications of Title IX in this area of ATHLETICS with all administrators, supervisors and staff members with responsibility in this area of ATHLETICS.

Please request that your staff submit information concerning any instance of sex discrimination that they identify in policies, practices or materials relating to the area of ATHLETICS.

Please complete and submit to me (as soon as possible but no later than_____) the following assurances as they pertain to your responsibility and authority in this general area:

(A) assurances of review of all school policies pertaining to to student access to athletic programs and modifications where necessary to ensure that females and males are provided equal access to interscholastic, intramural, and club athletics as required by Title IX. Yes____. No____.

(B) assurances of review of all school policies related to team selection and/or composition and modification where necessary to ensure compliance with Title IX requirements? Yes____. No____.

(C) assurances of the completion of an assessment, by some reasonable method, of the athletic interests and abilities of students of each sex. Yes___. No____. Note: this survey is not required under the Title IX Regulation.

(D) assurances of review of all school athletic programs and modification where necessary to ensure that t e interests and abilities of both males and females are effectively accommodated as required by Title IX. Yes___. No___.

(E) assurances of review of all school athletic programs and practices and modification where necessary to ensure compliance with Title IX requirements for sex equality in athletic benefits according to the criteria specified in the Regulation. Yes____. No____.

(F) assurances of review of any descriptive materials (including student handbooks) pertaining to school athletic programs, and modification where necessary to reflect compliance with Title IX. Yes____. No____.

(G) assurances of review of all budget materials pertaining to athletic programs and expenditures to ensure that funds are allocated as necessary to provide equal athletic opportunities for females and males according to Title IX requirements. Yes____. No____.

(H) assurances of review of current and projected school athletic administrative structures and modification where necessary to ensure that they do not have disproportionately adverse effects on the employment opportunities of members of one sex. Yes____. No____.

(I) assurances of review by sex of job assignments and compensation of abl school athletic staff and modification where necessary to ensure the compliance of athletic staffing patterns with Title IX requirements. Yes____. No____.

(J) assurances/information concerning any barriers to immediate school compliance with Title IX athletic requirements have been identified and that specified steps and timelines have been established for their expeditious elimination. Yes____. No____.

(K) assurances that the school will meet full compliance with Title IX requirements for athletics by the date specified in the Regulation. Yes____. No____.

(L) assurances that all college policies pertaining to student access to athletics have been reviewed and modified where necessary to ensure that males and females are provided equal access to intercollegiate, intramural, or club athletics as required by Title IX. Yes___. No___.

Please complete the following questions pertai ing to your discipline and area of responsibility following your evaluation (and your staff's evaluation if this is applicable) of each situation/topic touched upon by the questions below. There may be questions that are not relevant to your area of responsibility and in this situation just mark the response Not Applicable.

(A) Do existing athletic programs and activities - intercollegiate, intramural and club - meet the interests and levels of ability of both male and female students? Yes___. No___. Not Applicable___.

(B) Are all athletic programs conducted on a sex-integrated basis, unless:
a. the activity involved is a contact sport (football, basketball, wrestling, goxing, ice hockey, rugby, and others whose major activity involves bodily contact),
b. or, the team involved is comprised of members selected on the basis of competitive skill? Yes___. No___. Not Applicable____.

(C) If any athletic activities covered under these two exemptions are conducted separately for males and females, has a determination been made that such separation most effectively accommodates the interests and abilities of members of both sexes? Yes____. No____. Not Applicable____.

(D) If a team in a non-contact sport is operated or sponsored for members of one sex with no team in that sport operated or sponsored for members of the other sex, are members of the excluded sex allowed to try out for that team if OVERALL athletic opportunities for members of the excluded sex have previously been limited? Yes___. No___. Not Applicable____.

(E) If an intramural, club or intercollegiate sport provided only in a single sex-separated team - including sports which involve bodily contact or those for which team selection is based on competitive skill - is of interest to a sufficient number of students of the excluded sex to form a SEPARATE team, is such a team provided when opportunities for the excluded sex have previously been limited? Yes___. No___. Not Applicable ____.

(F) Are all teams in non-contact sports for which selection is based on interest rather than ability (such as intramural or club athletics) open to members of both sexes? Yes___. No___. Not Applicable____.

(G) Is equal opportunity for athletic participation and athletic benefits provided to both males and females, including but not limited to effective accommodation of the interests and abilities of members of both sexes in sports and levels of competition offered; equipment, uniforms and supplies provided,

travel and per diem allowance provisions, opportunity to receive coaching and academic tutoring, access to locker rooms, practice, and competitive facilities, access to medical and training facilities and services, efforts to provide publicity and availability of supports such as cheerleaders, pep band, or pep rallies? Yes___. No____. Not Applicable____.

(H) Are funds allocated as necessary to provide equal oppor unity to members of both sexes? Yes___. No___. Not Applicable___.

(I) Where separate-sex teams are maintained, are regulations or policies governing each (such as those concerning scheduling, supervision, or criteria for eligibility, including medical examination and scholastic average) free from differentiation on the basis of sex? (Differences in games rules are <u>not</u> prohibited.) Yes___. No___. Not Applicable____.

(J) If separate-sex teams are maintained for a particular sport, do male and females teams have seasons comparable in length, number of opportunities to compete, and number of opportunities to compete before an audience (to accomodate the interests and availability of members of the teams)? Yes____. No____. Not Applicable____.

(K) Do males and females receive equal recognition for athletic participation and/or athletic excellence? (For example, if letters are awarded are they awarded to both males and females on the basis of comparable criteria?) Yes____. No____. Not Applicable____.

(L) Are both male and female students eligible to receive coaching, instruction, training or other supervision (other than in locker rooms) from persons of the opposite sex? Yes____. No____. Not Applicable____.

(M) Are personnel assigned coaching, instructional, training or supervisory responsibilities without regard to their sex or the sex of students receiving such services? Yes____. No____. Not Applicable____.

(N) Is the compensation of male and female athletic personnel equal for comparable jobs? Yes_____. No_____. Not Applicable____.

(o) Has an assessment been made of current and any proposed administrative structures to ensure that they do not have a disproportionately adverse effect on employees of one sex? Yes____. No____. Not Applicable____.

If you have answered "NO" to any of these questions above you will need to undertake modification and remedial steps to achieve compliance with Title IX.

_____

SIGNATURE OF PERSON PREPARING/COMPLETING THIS FORM

Title: _____

Date: _____

NOTE: If the answer to the above questions is "no" there must be a plan of action through which barriers to immediate modifications nexessary to achieve compliance have been identified and steps to overcome these barriers created with a timetable for their implementation.

I have provided, for your convenience, copies of pre-printed sheets (checklists) which you should also share with those administrators, supervisors, coaches, and staff having responsibility and authority in this general area of ATHLETICS. Please distribute the copies of the pre-printed sheets to the appropriate individuals and make arrangements for their return to you by_____. It is essential these sheets plus your completed report be returned to my office no later than_____.

It may be helpful, n order to assess and evaluate present compliance with the requirements of the Title IX Regulation for non-discimination in the area of ATHLETICS (and to plan necessary modification) to:

(A) Review the following materials:
- a. all listings or descriptive materials regarding athletic programs or offerings
- b. copies of all policy materials relating to the operation or administration of athletic programs or teams
- c. copies of all rules or by-laws of any intercollegiate athletic association or league in which the agency or the teams participate
- d. copies of all descriptive materials relating to college athletic programs (including student handbooks)
- e. schedules of all athletic events operated or sponsored uring current year
- f. any descriptive materials concerning athletic facilities and equipment, including schedules for use, inventories, and policies regarding student access
- g. all publicity issued furint the past year concerning sports events or team members (by the college)
- h. all budget materials pertinent to athletic programs
- i. copies of all contracts with athletic personnel
- j. an organizational description or job descriptions of all positions related to the provision of athletic programs
- k. all program plans concerning current or future provision and operation of athletic programs

(B) Collect the following date:
- a. listing of all athletic teams/offerings by level of competition (i.e., varsity, intramural, etc.)
- b. listing of qualifications and responsibilities of all athletic program staff
- c. description of provisions made for transporting the team to events away from home
- d. an estimate of the athletic interests of male and female students by age and their relative abilities in sports involved

ATHLETICS

Staff (Coaches and Staff)

Have you familiarized yourself with the implications of Title IX requirements for nondiscrimination in athletics for all the athletic programs for which you have responsibility? Yes___ No___

Does membership on all teams for which you have responsibility reflect compliance with Title IX requirements for team selection and/or composition? Yes___ No___

Are the interests and abilities of both females and males accommodated in any sports/programs for which you have responsibility? Yes___ No___

Have you reviewed the athletic benefits provided in any sports or to any teams for which you have responsibility to determine their compliance with the equal opportunity criteria specified in §86.41(c) of the Regulation? Yes___ No___

Have you reviewed any descriptive materials pertaining to sports or teams for which you have responsibility to ensure that they reflect compliance with Title IX? Yes___ No___

If you have identified any barriers to immediate compliance with Title IX in any programs/sports/teams for which you have responsibility, have you specified steps and timelines for their expeditious elimination? Yes___ No___

Have you submitted to your building administrator information concerning any sex discrimination that you have identified in school athletic policies, programs, practices or materials? Yes___ No___

MEMO TO: Director of Physical Education
FROM: DR. WILLIAM F. STIER, JR., DMINISTRATIVE ASSISTANT
RE: Title IX Self-Evaluation
Date:_____

Please find attached a copy of the Affirmative Action Program for Cardinal Stritch College which the Board of Directors adopted as of November 18, 1975. This date -- November 18, 1975 -- is the effective date for the college's policy statement (directive) affirming the rights of every student to EQUAL ACCESS TO COURSES -- PHYSICAL EDUCATION without regard to sex (as well as race, color, religion, age or national origin).

Also please find attached additional material (The Regulation) which deals specifically with the sections of the regulation (Title IX) relating to the topic of ACCESS TO COURSES-PHYSICAL EDUCATION and the specific implications of Title IX in this general area (The Issu

Please share the above information regarding the policy statement (directive) and the specific implications of Title IX in this area of ACCESS TO COURSES-PHYSICAL EDUCATION with all appropriate administrators instructors and staff with responsibility for this area.

Please request that your staff submit information concerning any instance of sex discrimination that they identify in policies, practic or materials relating to the area of PHYSICAL EDUCATION.

Please complete and submit to me (as soon as possible but no later than_____) the following assurances as they pertain to your responsibility and authority in this general area:

(A) assurance of equality by sex in all physical education courses with identification of the facilities used? Yes___. No___.

(B) assurance that the college's physical education requirements, offerings have been reviewed and modified where necessary to ensure that they are identical for males and females. Yes___. No___.

(C) assurance that the college's guidelines or requirements for physical education programs - including course outlines, instructional methodologies, class activities and skills measurement criteria - have been reviewed and modified where necessary to ensure compliance with Title IX. Yes___? NO___.

(D) assurance that all guidelines regarding procedures and/or criteria to be used in assigning students to physical educatic classes have been developed and disseminated to administrative and relevant staff to facilitate compliance with Title IX requirements. Yes___. No___.

Please complete the following questions pertaining to your discipli and area of responsibility following your evaluation (and your staff's evaluation if this is applicable) of each situation/topic touched upon by the questions below. There may be questions that are not relevant to your area of responsiblity and in this situation just mark the response Not Applicable.

(A) Are physical education requirements the same for males and females. Yes___. No___. Not Applicable___.

(B) Are physical education classes conducted on a coeducational basis except during participation in contact sports? Yes___. No____. Not Applicable____.

(C) Do course descriptions make it clear that all physical education courses are open to male and female students according to nondiscriminatory criteria? Yes___. No___. Not Applicable___.

(D) Are criteria used for measurement of progress within a physica education course or program explicit and free of adverse effects upon students of one sex? Yes___. No___. Not Applicabl

If you have answered "NO" to any of these questions, you will need to undertake modifications and remedial steps to achieve compliance with Title IX.

_____

SIGNATURE OF PERSON PREPARING/COMPLETING THIS FORM

Title: _____

Date: _____

I have provided, for your convenience, copies of pre-printed sheets (checklists) which you should also share with those administrators, supervisors and staff having responsibility and authority in this general area of PHYSICAL EDUCATION. Please distribute the copies of the pre-printed sheets to the appropriate individuals and make arrangements for their return to you by_____. It is essential that these sheets plus your completed report be returned to my office no later than_____.

It may be helpful, in order to assess and evaluate present compliance with the requirements of the Title IX Regulation for non-discrimination in the area of ACCESS TO COURSES-PHYSICAL EDUCATION (and to plan necessary modification) to:

(A) Review the following materials:
   a. copies of physical education curriculum guides
   b. descriptions of all facilities and equipment used in physical education programs

(B) Collect the following date:
   a. course enrollments by sex in physical education courses
   b. name and description of all physical education courses conducted separately for males and females (if any), and statement of facilities used

ACCESS TO COURSES - PHYSICAL EDUCATION

Building Staff (Instructors)

Have you familiarized yourself with the implications of Title IX requirements for nondiscrimination in physical education courses or programs for which you have responsibility? Yes___ No___

Are all your physical education courses, classes or activities (other than those involving bodily contact) provided on a coeducational basis? Yes___ No___

Have you reviewed the criteria you use in assigning students to classes or ability groupings to ensure that they are objective and objectively applied? Yes___ No___

Have you reviewed the criteria you use in measuring student progress within physical education courses to ensure that they do not have an adverse effect on students of one sex? Yes___ No___

Have you submitted to your administrator or supervisor information regarding instances of sex discrimination that you have identified in practices, policies, or materials relating to physical education in your agency/school? Yes___ No___

MEMO TO: Director of Counseling
FROM: DR. WILLIAM F. STIER, JR., ADMINISTRATIVE ASSISTANT
RE: Title IX Self-Evaluation
Date:_____

Please find attached a copy of the Affirmative Action Program for Cardinal Stritch College which the Board of Directors adopted as of November 18, 1975. This date -- November 18, 1975 -- is the effective date for the college's policy statement (directive) affirming the rights of every student to EQUAL COUNSELING without regard to sex (as well as race, color, religion, age or national origin).

Also please find attached additional material (The Regulation) which deals specifically with the sections of the regulation (Title IX) relating to the topic of COUNSELING and the specific implications of Title IX in this general area (The Issue).

Please share the above information regarding the policy statement (directive) and the specific implications of Title IX in this area of COUNSELING with all administrators, counselors, instructors and staff with responsibility for counseling.

Please request that your staff submit information concerning any instance of sex discrimination that they identify in policies, practices or materials relating to the area of COUNSELING.

Please complete and submit to me (as soon as possible but no later than _____) the following assurances as they pertain to your responsibility and authority in this general area:

(A) assurances of review of all school policies and programs plans relating to the provision of counseling and testing services and modification where necessary to ensure compliance with Title IX. Yes_____. No_____.

(B) assurances of review of all descriptive materials relating to school counseling and testing services and modification where necessary to ensure compliance with Title IX. Yes_____. No_____.

(C) assurances of review of all manuals, procedural guidelines or other documents pertaining to the responsibilities/job functions of counseling personnel and modification where necessary to ensure compliance with Title IX. Yes_____. No_____.

(D) assurances of review of all counseling and testing instruments (and procedures for their use) and modification where necessary to ensure compliance with Title IX. Yes_____. No_____.

(E) assurances of review of all counseling materials and modification where necessary to ensure compliance with Title IX. Yes_____. No_____.

(F) assurances of review of all course enrollments by sex and a description of procedures us d to ensure that course enrollments found to be disproportionate (which are 80% or above students of one sex) are not due to sex discrimination in counseling or counseling materials. Yes_____. No_____.

(G) assurance that all institutional policies regarding the provision of counseling and testing services have been reviewed and modified where necessary to ensure compliance with Title IX. Yes_____. No_____.

(H) assurances that all descriptive materials relating to counseling and testing services provided by the college have been reviewed and modified where necessary to ensure compliance with Title IX. Yes_____. No_____.

(I) assurances that all manuals, procedural guidelines, or other documents pertaining to the responsibilities/job functions of counseling personnel have been reviewed and modified where necessary to ensure compliance with Title IX. Yes_____. No_____.

(J) assurances that criteria have been developed and/or disseminated by which persons with responsibility for the selection/purchasing of tests, appraisal instruments, and counseling materials shall evaluate such instruments to determine compliance with Title IX. Yes_____. No_____.

(K) assurances that directives have been issued and/or training provided regarding the nondiscriminatory use of tests or instruments currently employed in the district/agency. Yes_____. No_____.

(L) assurances that all counseling materials currently employed in the institution have been reviewed and modified where necessary to ensure compliance with Title IX. Yes_____. No_____.

(M) assurances that counselors received information and/or training regarding the nondiscriminatory use and interpretation of tests and counseling instruments administered by the college. Yes__. No__.

(N) assurances that records of counseling contacts for a representative time span have been reviewed and evaluated for possible differential provisions of student counseling services on the basis of sex. Yes_____. No_____.

Please complete the following questions pertaining to your discipline and area of responsibility following your evaluation (and your staff's evaluation if this is appropriate) of each situation/topic touched upon by the questions. There may be questions that are not relevant to your area of responsibility and in this situation just mark the response Not Applicable.

(A) Are all counseling services provided in the same manner to males and females and according to the same criteria:
-academic counseling? Yes___ No___ Not Applicable___
-career/vocational counseling? Yes___ No___ Not Applicable___
-personal counseling? Yes___ No___ Not Applicable___
-test administration? Yes___ No___ Not Applicable___

(B) Do all descriptive materials relating to counseling and guidance services make clear that all services are available to every student regardless of sex? Yes___. No___. Not Applicable___.

(C) Do all manuals, procedural guidelines or other documents outlining the responsibilities of counselors or guidance personnel? Yes___. No___. Not Applicable___.

a. Do all manuals, etc., state the responsibilities of personnel for the provision of counseling which does not discriminate on the basis of sex? Yes___. No___. Not Applicable___.

b. Do all manuals, etc., provide technical or procedural information without the use of sexist language or sex-stereotyped examples? Yes___. No___. Not Applicable___.

(D) Do all counselors make course assignments without regard to student sex and refrain from discouraging/prohibiting or encouraging/requiring enrollment in courses on the basis of sex? Yes_____. No_____. Not Applicable_____.

(E) Are all students encouraged to consider seriously all programs of study and to select courses on the basis of their individual interests and abilities rather than on the basis of sex? Yes_____. No_____. Not Applicable_____.

(F) Do all tests or instruments used for the appraisal, evaluation or placement of students require identical treatment for male and female students? YES_____. No_____. Not Applicable_____.
IF THE ANSWER TO THIS QUESTION IS "NO" -- answer the following questions:

a. If the testing form, scoring form and/or interpretive materials are differentiated for males and females, are procedures for the nondiscriminatory administration and interpretation of such instruments specified? Yes_____. Yes_____. Not Applicable_____.

b. Is the sex composition of every norm group clearly indicated for every scale? Yes___. No___. Not Applicable___.

c. Is the technical rationale and information on use and interpretation provided for separate-sex and/or combined-sex scales? Yes_____. No_____. Not Applicable_____.

d. If sex-differentiated instruments are used, are they used in a nondiscriminatory manner and have alternative instruments which do not so differentiate been shown to be unavailable? Yes_____. No_____. Not Applicable_____.

(G) Are all materials available to students in academic, career or personal counseling contacts or programs fr from implications, in either text, language or photographs, that certain academic, career, or personal choices are more appropriate or "realistic" for students of one sex than the other? Yes_____. No_____. Not Applicable_____.

(H) Where a particular course or course of study is found to have an enrollment of 80% male students or 80% female students, have procedures been specified to ensure that:

a. advisors/counselors are not making course recommendations differentially on the basis of student sex,
b. advisors/counselors do not discourage or prohibit student course enrollment on the basis of sex,
c. counseling materials do not state or imply (in either text, language or photographs) that certain courses, programs, academic, career or life choices are more suitable to students of one sex than the other,
d. instruments used for the placement or assignment of students do not treat students differently on the basis of sex,
e. instruments used for the placement or assignment of students do not have a disproportionately adverse effect on students of one sex?

Yes_____. No_____. Not Applicable_____.

If you have answered "NO" to any of these questions above you will need to undertake modification and remedial steps to achieve compliance with Title IX.

_____

SIGNATURE OF PERSON PREPARING/COMPLETING THIS FORM

Title: _____

Date: _____

I have provided, for your convenience, copies of pre-printed sheets (checklists) which you should also share with those advisors, counselors and staff with responsibility for COUNSELING. Please distribute the copies of the pre-printed sheets to the appropriate individuals and make arrangements for their return to you by _____. It is essential that these sheets plus your completed report be returned to my office no later than_____.

It may be helpful, in order to assess and evaluate present compliance with the requirements of the Title IX Regulation for non-discrimination in the area of COUNSELING (and to plan necessary modification) to:

(A) Review the following materials:

a. written materials (including st dent handbooks) describing counseling and guidance services provided to students
b. copies of manuals, procedural guidelines or other documents outlining the responsibilities of counselors, advisors and other guidance personnel
c. copies of all materials used by students or counselors in the counseling or guidance or advising process, including:
   1. career guidance materials
   2. academic advising materials
   3. personal growth counseling materials

(B) Collect data relating to:

a. career interest inventories
b. academic tests (standardized achievement and ability tests
c. personal guidance instruments

COUNSELING

ADVISORS (Counselors)

Have you familiarized yourself with the implications of Title IX requirements for nondiscrimination in the counseling process, in counseling instruments and their use, and in counseling materials? Yes___ No___

Have you reviewed records of your counseling contacts by sex of student, source of initiation, and nature of contact, to identify possible evidence of sex bias in the provision of counseling services? Yes___ No___

Do you encourage all students to make academic, career and personal decisions on the basis of individual abilities, interests and values rather than on the basis of sex? Yes___ No___

Have you reviewed all counseling instruments used in your school to determine sources of sex bias? Yes___ No___

Have you familiarized yourself with and applied techniques for the nondiscriminatory administration and interpretation of counseling instruments used in your school? Yes___ No___

Have you reviewed all counseling materials used in your counseling programs or activities for sources of sex bias and modified these materials where necessary to achieve compliance with Title IX? Yes___ No___

Have you submitted to your building administrator or supervisor information concerning any instances of sex discrimination that you have identified in counseling policies or practices, in counseling instruments, or in counseling materials? Yes___ No___